

N. J. DOCUMENTS
NEWARK LIBRARY
New.
Hausky

HANDBOOK
FOR
RESIDENTS



HOUSING AUTHORITY
OF THE
CITY OF NEWARK

N. J. DOCUMENTS
NEWARK LIBRARY
New.
Hausky

HANDBOOK
FOR
RESIDENTS



HOUSING AUTHORITY
OF THE
CITY OF NEWARK

MEMBERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWARK

REV. WILLIAM P. HAYES, *Chairman*
ARTHUR O. WHITE, *Vice-Chairman*
ALEXANDER J. MATTURRI, *Treasurer*
ALBERT BOROK
OTTO KRETCHMER

COMMISSIONERS OF THE CITY OF NEWARK

VINCENT J. MURPHY,
Mayor and Director of Revenue and Finance
JOHN A. BRADY,
Director of Public Affairs
MEYER C. ELLENSTEIN,
Director of Public Works
JOHN B. KEENAN,
Director of Public Safety
RALPH A. VILLANI,
Director of Parks and Public Property

MEMBERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWARK

REV. WILLIAM P. HAYES, *Chairman*
ARTHUR O. WHITE, *Vice-Chairman*
ALEXANDER J. MATTURRI, *Treasurer*
ALBERT BOROK
OTTO KRETCHMER

COMMISSIONERS OF THE CITY OF NEWARK

VINCENT J. MURPHY,
Mayor and Director of Revenue and Finance
JOHN A. BRADY,
Director of Public Affairs
MEYER C. ELLENSTEIN,
Director of Public Works
JOHN B. KEENAN,
Director of Public Safety
RALPH A. VILLANI,
Director of Parks and Public Property

Dear Friend,

The Housing Authority of the City of Newark is glad to welcome you and your family to your new home, and offers its social and recreational facilities for your enjoyment.

The Congress of the United States of America, through annual financial contributions, the City of Newark, by way of reduced taxes and the residents themselves by their cooperation in attaining minimum cost Maintenance and Operation, make possible the low rents achieved in Public Housing.

This is your home and your neighborhood. You can create the kind of community life which is so important in the development of a family. The Management stands ready to assist you and your neighbors in any way possible.

In the following pages, we have compiled suggestions for better living, as well as some of the terms and conditions of occupancy.

This is the handbook referred to in your lease, and by such reference, is made part of your lease. Read your handbook and your lease carefully. They represent our entire agreement.

Let us mutually assist each other in making your home and community the most desirable to live in.

Sincerely yours,

CARL A. BACCARO,
Executive Director

Dear Friend,

The Housing Authority of the City of Newark is glad to welcome you and your family to your new home, and offers its social and recreational facilities for your enjoyment.

The Congress of the United States of America, through annual financial contributions, the City of Newark, by way of reduced taxes and the residents themselves by their cooperation in attaining minimum cost Maintenance and Operation, make possible the low rents achieved in Public Housing.

This is your home and your neighborhood. You can create the kind of community life which is so important in the development of a family. The Management stands ready to assist you and your neighbors in any way possible.

In the following pages, we have compiled suggestions for better living, as well as some of the terms and conditions of occupancy.

This is the handbook referred to in your lease, and by such reference, is made part of your lease. Read your handbook and your lease carefully. They represent our entire agreement.

Let us mutually assist each other in making your home and community the most desirable to live in.

Sincerely yours,

CARL A. BACCARO,
Executive Director

OFFICE HOURS

Daily.....9 A. M. to 5 P. M.
(except Saturdays, Sundays and Holidays)

EMERGENCIES

CITY HOSPITALMA 2-3300
POLICE DEPARTMENTMA 2-5400
FIRE DEPARTMENTMA 2-7900

Or Dial "Operator"

Keep this Handbook in a convenient place for ready reference

OFFICE HOURS

Daily.....9 A. M. to 5 P. M.
(except Saturdays, Sundays and Holidays)

EMERGENCIES

CITY HOSPITALMA 2-3300
POLICE DEPARTMENTMA 2-5400
FIRE DEPARTMENTMA 2-7900

Or Dial "Operator"

Keep this Handbook in a convenient place for ready reference



RENT

Rent is due and payable at the Management Office on the first day of each month in advance. The Housing Authority does not employ rent collectors.

There is no profit element in Public Housing. Tenants do not pay the full rent in the ordinary sense of the word. The difference between the amount you pay and the actual cost of maintaining the premises is paid by the Federal Government in the form of an annual financial contribution, commonly known as a subsidy. The amount paid by the resident is subsidized to the extent necessary to defray all carrying charges and is therefore termed "subsidized rent" as referred to in the lease.

Your rent is set and graded according to your family income. Should you suffer a substantial decrease in earnings, due to reduction in pay, reduced working hours, serious accident, serious illness, death, etc., see the Management, you may be entitled to a rent reduction.

SECURITY DEPOSITS

Each resident is required to leave a Five Dollar Security Deposit with the Management as a guarantee that the dwelling will be in a clean and undamaged condition at the time of moving out. Persons entitled to refund of the Security Deposit will receive check mailed to the new address.



RENT

Rent is due and payable at the Management Office on the first day of each month in advance. The Housing Authority does not employ rent collectors.

There is no profit element in Public Housing. Tenants do not pay the full rent in the ordinary sense of the word. The difference between the amount you pay and the actual cost of maintaining the premises is paid by the Federal Government in the form of an annual financial contribution, commonly known as a subsidy. The amount paid by the resident is subsidized to the extent necessary to defray all carrying charges and is therefore termed "subsidized rent" as referred to in the lease.

Your rent is set and graded according to your family income. Should you suffer a substantial decrease in earnings, due to reduction in pay, reduced working hours, serious accident, serious illness, death, etc., see the Management, you may be entitled to a rent reduction.

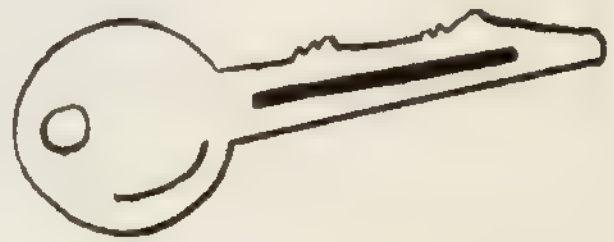
SECURITY DEPOSITS

Each resident is required to leave a Five Dollar Security Deposit with the Management as a guarantee that the dwelling will be in a clean and undamaged condition at the time of moving out. Persons entitled to refund of the Security Deposit will receive check mailed to the new address.

REPAIR AND REPLACEMENT CHARGES

Repairs and replacements to the property and equipment will be made without charge when occasioned through normal wear and tear. Damages caused by the carelessness or negligence of the resident or any member of his family must be paid for on the basis of actual cost for such repairs and replacements. Broken windows must be paid for by the resident in whose home the window is broken, regardless of who is at fault.

KEYS, LOCKOUT SERVICE



Please remember the importance of carrying your keys with you always, as there will be times when no one will be available to open your apartment. If it is necessary to open your door for you during Management hours, there will be a charge for such service.

RESIDENT'S RESPONSIBILITIES

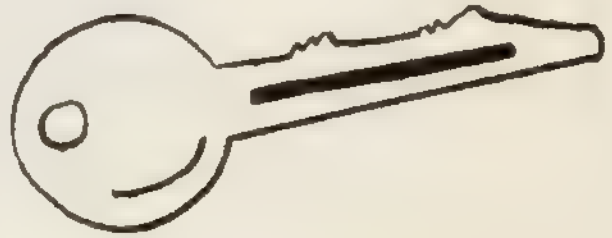
In order to promote the health, safety and welfare of the families residing in Public Housing, it has been found necessary in the interests of better living to call your attention to your rights and privileges as well as to your duties and obligations, some of which are as follows:

1. Your hall and staircase are part of your home. Keep them clean.
2. Dispose of garbage by draining it, wrapping it in paper and placing it in the incinerator. Please do not throw bottles, cans or inflammables in the incinerators. Trash cans are provided at the incinerator for these items.

REPAIR AND REPLACEMENT CHARGES

Repairs and replacements to the property and equipment will be made without charge when occasioned through normal wear and tear. Damages caused by the carelessness or negligence of the resident or any member of his family must be paid for on the basis of actual cost for such repairs and replacements. Broken windows must be paid for by the resident in whose home the window is broken, regardless of who is at fault.

KEYS, LOCKOUT SERVICE



Please remember the importance of carrying your keys with you always, as there will be times when no one will be available to open your apartment. If it is necessary to open your door for you during Management hours, there will be a charge for such service.

RESIDENT'S RESPONSIBILITIES

In order to promote the health, safety and welfare of the families residing in Public Housing, it has been found necessary in the interests of better living to call your attention to your rights and privileges as well as to your duties and obligations, some of which are as follows:

1. Your hall and staircase are part of your home. Keep them clean.
2. Dispose of garbage by draining it, wrapping it in paper and placing it in the incinerator. Please do not throw bottles, cans or inflammables in the incinerators. Trash cans are provided at the incinerator for these items.



3. Keep your children off the grass and prevent the destruction of shrubs and trees.



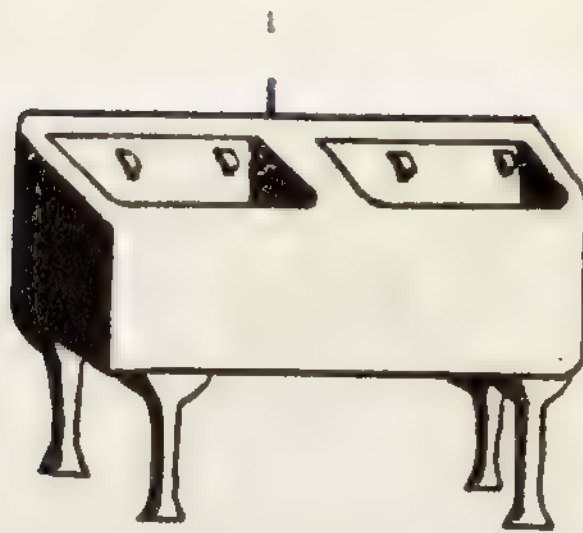
4. Waste receptacles are provided throughout the development to keep the grounds clean.
5. You owe it to yourself and your neighbors to keep your home in a clean and sanitary condition and free from infestation.
6. Prevent your children from damaging and destroying property. Damage and destruction creates slums.
7. Business establishments are not permitted on the development and signs of any kind are forbidden.
8. Dogs, cats or any other animals are prohibited.
9. Only persons named in the lease are permitted to live in your home, excepting additions to the family by birth. Boarders and roomers are not allowed.
10. Residents are not permitted on the roofs under any circumstances.



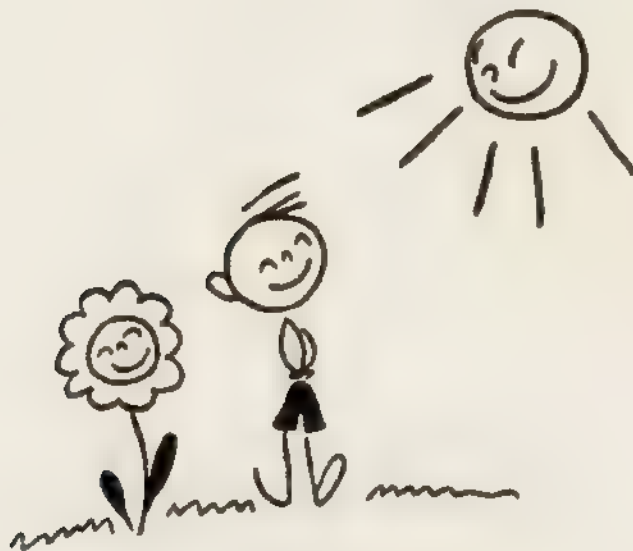
3. Keep your children off the grass and prevent the destruction of shrubs and trees.



4. Waste receptacles are provided throughout the development to keep the grounds clean.
5. You owe it to yourself and your neighbors to keep your home in a clean and sanitary condition and free from infestation.
6. Prevent your children from damaging and destroying property. Damage and destruction creates slums.
7. Business establishments are not permitted on the development and signs of any kind are forbidden.
8. Dogs, cats or any other animals are prohibited.
9. Only persons named in the lease are permitted to live in your home, excepting additions to the family by birth. Boarders and roomers are not allowed.
10. Residents are not permitted on the roofs under any circumstances.



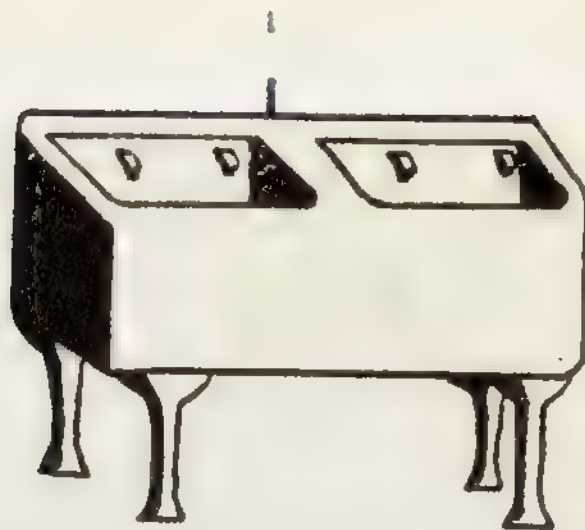
11. Laundry rooms and drying areas are provided and must be used in a community spirit and kept clean at all times.
12. Do not put bed clothing or any other articles outside of your windows for air. Do not shake rags, rugs and mops out of windows.



13. Children must be kept out of basements.
14. Please do not waste gas, electricity, water or heat. The Management agrees to furnish without additional charge:

(a) Gas not in excess of:

1160	cubic	feet	per	month,	for	1	BR	units
1430	"	"	"	"	,	"	2	BR units
1720	"	"	"	"	,	"	3	BR units
2000	"	"	"	"	,	"	4	BR units



11. Laundry rooms and drying areas are provided and must be used in a community spirit and kept clean at all times.
12. Do not put bed clothing or any other articles outside of your windows for air. Do not shake rags, rugs and mops out of windows.



13. Children must be kept out of basements.
14. Please do not waste gas, electricity, water or heat. The Management agrees to furnish without additional charge:

(a) Gas not in excess of:

1160	cubic	feet	per	month,	for	1	BR	units
1430	"	"	"	"	,	"	2	BR units
1720	"	"	"	"	,	"	3	BR units
2000	"	"	"	"	,	"	4	BR units

(b) Electrical current not in excess of the following number of kilowatt-hours for the quarter indicated

	1 BR	2 BR	3 BR	4 BR
January through March	164	191	223	241
April through June	134	155	182	195
July through September	134	155	182	195
October through December	168	195	229	245

and (c) water; but shall not be liable for failure to supply any of the above services for any cause whatsoever.

15. Be considerate of your neighbors. Keep your radio tuned down and avoid making unnecessary noise or disturbances.
16. Explosives, firearms and inflammables are prohibited.
17. All charges in addition to the monthly rent are collectable in the same manner as any unpaid rent.
18. Do not attempt to make repairs of any kind.
19. Do not hang loose curtains on the windows near the gas range.
20. Keep your children off the streets. Encourage them to use the play areas.
21. Adequate ventilation is absolutely essential in order to avoid excessive moisture in your apartment, commonly known as "condensation."



22. City and State laws prohibit storing bicycles, baby carriages and other items in hallways. Storage room is provided for these articles in the basement.
23. Report to the office immediately, births, additions to the family, fires, deaths and all cases of contagious disease.

(b) Electrical current not in excess of the following number of kilowatt-hours for the quarter indicated

	1 BR	2 BR	3 BR	4 BR
January through March	164	191	223	241
April through June	134	155	182	195
July through September	134	155	182	195
October through December	168	195	229	245

and (c) water; but shall not be liable for failure to supply any of the above services for any cause whatsoever.

15. Be considerate of your neighbors. Keep your radio tuned down and avoid making unnecessary noise or disturbances.
16. Explosives, firearms and inflammables are prohibited.
17. All charges in addition to the monthly rent are collectable in the same manner as any unpaid rent.
18. Do not attempt to make repairs of any kind.
19. Do not hang loose curtains on the windows near the gas range.
20. Keep your children off the streets. Encourage them to use the play areas.
21. Adequate ventilation is absolutely essential in order to avoid excessive moisture in your apartment, commonly known as "condensation."



22. City and State laws prohibit storing bicycles, baby carriages and other items in hallways. Storage room is provided for these articles in the basement.
23. Report to the office immediately, births, additions to the family, fires, deaths and all cases of contagious disease.

24. Do not believe gossip and rumors. Check with the Manager's Office for all facts and information.
25. Use ordinary picture hooks for hanging pictures, mirrors, etc., to avoid damage to walls.
26. Do not paint. The premises will be painted periodically on schedule.

FIRST INSPECTION

At the time you move into your dwelling, you should inspect the floors, walls, ceilings, windows, and all equipment including window shades, and even such small items as the pull chains on the electric light sockets and the catches on the kitchen cabinet doors. Report promptly to the Management office anything that is in need of repair. If you do not report items that are damaged or in need of repair within one week, you may be held responsible for the damage. Do not attempt any repairs yourself.



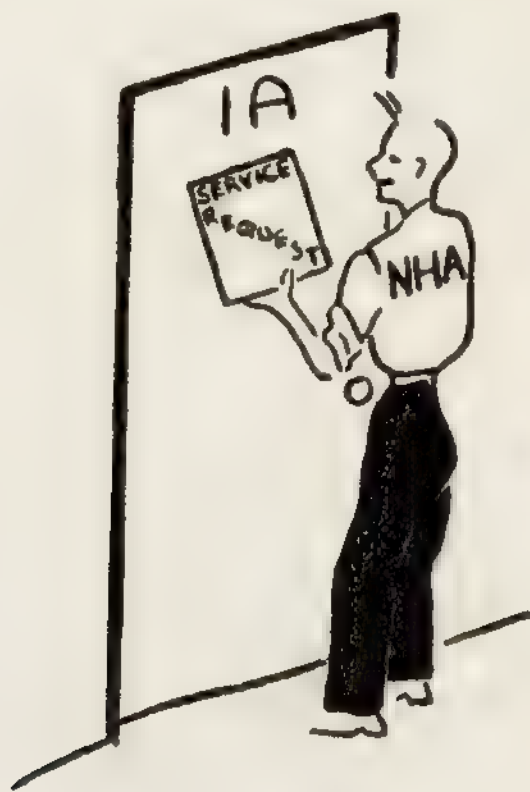
REPAIRS

The Management maintains a staff of employees to make repairs to your apartment or its equipment. Residents should not attempt to make such repairs. Report at once to the Management office any damage or the need for repairs, such as stoppage of or overflow from water closets, sinks, bathtubs, basins, or leakage from water faucets, damage to electric wires and fixtures, broken windows, etc.

24. Do not believe gossip and rumors. Check with the Manager's Office for all facts and information.
25. Use ordinary picture hooks for hanging pictures, mirrors, etc., to avoid damage to walls.
26. Do not paint. The premises will be painted periodically on schedule.

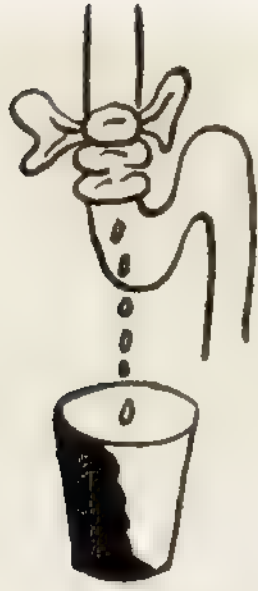
FIRST INSPECTION

At the time you move into your dwelling, you should inspect the floors, walls, ceilings, windows, and all equipment including window shades, and even such small items as the pull chains on the electric light sockets and the catches on the kitchen cabinet doors. Report promptly to the Management office anything that is in need of repair. If you do not report items that are damaged or in need of repair within one week, you may be held responsible for the damage. Do not attempt any repairs yourself.



REPAIRS

The Management maintains a staff of employees to make repairs to your apartment or its equipment. Residents should not attempt to make such repairs. Report at once to the Management office any damage or the need for repairs, such as stoppage of or overflow from water closets, sinks, bathtubs, basins, or leakage from water faucets, damage to electric wires and fixtures, broken windows, etc.



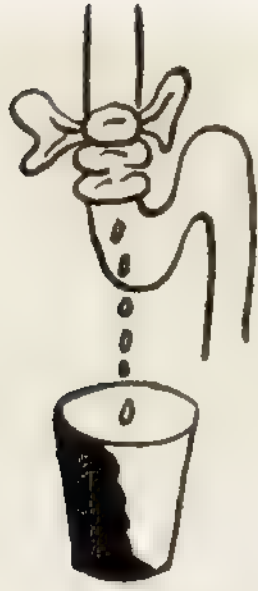
CARE OF PLUMBING

Lack of proper care of the plumbing equipment results in inconvenience and expense both to the resident and the Management. All stoppages of toilets, tubs and sinks, which are caused by carelessness or failure to exercise ordinary caution, will be corrected at the resident's expense. Toilets and sinks are not to be used as general wastebaskets. Coffee grounds should be placed with the garbage and not down the sink. Matted hair and other such wastes will clog the drain pipes.

Parents should caution their children against dropping things into the toilet bowls, especially rubber balls, pencils, small toys, cakes of soap, etc. These articles cannot be flushed through and costly damage is often the result. A good way to avoid this is to keep the seat closed. **DO NOT USE LYE OR ANY OTHER CHEMICAL IN YOUR DRAINS. SEVERE BURNS MAY THUS BE AVOIDED.**

ELECTRICAL SYSTEM

Prevent fires! Do not use any electrical appliance which does not work perfectly. Old lamp cords, for instance, with broken or frayed insulation, have started fires that have caused serious loss of household furnishings and sometimes have been responsible for grave injuries and deaths.



CARE OF PLUMBING

Lack of proper care of the plumbing equipment results in inconvenience and expense both to the resident and the Management. All stoppages of toilets, tubs and sinks, which are caused by carelessness or failure to exercise ordinary caution, will be corrected at the resident's expense. Toilets and sinks are not to be used as general wastebaskets. Coffee grounds should be placed with the garbage and not down the sink. Matted hair and other such wastes will clog the drain pipes.

Parents should caution their children against dropping things into the toilet bowls, especially rubber balls, pencils, small toys, cakes of soap, etc. These articles cannot be flushed through and costly damage is often the result. A good way to avoid this is to keep the seat closed. **DO NOT USE LYE OR ANY OTHER CHEMICAL IN YOUR DRAINS. SEVERE BURNS MAY THUS BE AVOIDED.**

ELECTRICAL SYSTEM

Prevent fires! Do not use any electrical appliance which does not work perfectly. Old lamp cords, for instance, with broken or frayed insulation, have started fires that have caused serious loss of household furnishings and sometimes have been responsible for grave injuries and deaths.



HEATING

If you want your dwelling properly heated, don't pile up furniture, bed clothing, etc., around the radiators. If a room is too warm, shut off the radiator valves, then open the windows. If your dwelling is not warm enough, open the radiator valves. If after doing this, there is not enough heat, or if your radiator "pounds" or "hisses," notify the Management office. However, if you call in the repair man when the trouble is due to your own negligence or abuse of the heating equipment, you will be charged for his services.

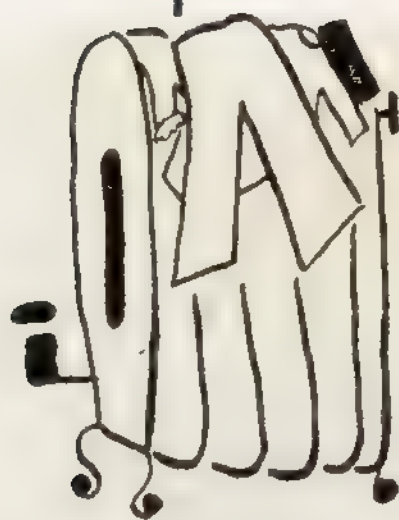
GAS STOVE

If you notice an odor of gas, open the windows at once. Then examine your gas stove to make sure that all the valves are shut off and that the pilot light has not gone out. *Don't strike a match until the odor of gas has disappeared.* If the odor continues in spite of the open window, notify the Management Office at once. If the Management office is closed, notify the watchman.

When you clean the gas stove, take particular care not to disturb the automatic part of the oven temperature control apparatus. If your burners smoke, notify the Management office. You will not be charged for the adjustment of gas stove burner.

EQUIPMENT

Modern refrigerators, gas ranges, electrical fixtures, plumbing and laundry room equipment are furnished for your convenience. Regard these items as your own. Damage due to carelessness or neglect will oblige you to pay for repairs or replacements.



HEATING

If you want your dwelling properly heated, don't pile up furniture, bed clothing, etc., around the radiators. If a room is too warm, shut off the radiator valves, then open the windows. If your dwelling is not warm enough, open the radiator valves. If after doing this, there is not enough heat, or if your radiator "pounds" or "hisses," notify the Management office. However, if you call in the repair man when the trouble is due to your own negligence or abuse of the heating equipment, you will be charged for his services.

GAS STOVE

If you notice an odor of gas, open the windows at once. Then examine your gas stove to make sure that all the valves are shut off and that the pilot light has not gone out. *Don't strike a match until the odor of gas has disappeared.* If the odor continues in spite of the open window, notify the Management Office at once. If the Management office is closed, notify the watchman.

When you clean the gas stove, take particular care not to disturb the automatic part of the oven temperature control apparatus. If your burners smoke, notify the Management office. You will not be charged for the adjustment of gas stove burner.

EQUIPMENT

Modern refrigerators, gas ranges, electrical fixtures, plumbing and laundry room equipment are furnished for your convenience. Regard these items as your own. Damage due to carelessness or neglect will oblige you to pay for repairs or replacements.



SHADES AND BLINDS

To keep your window shades in good condition, close your windows when it is raining or snowing or when you are to be away from home. Roll up the shades when the screens are opened so that the screens will not damage the shades. If you care to install venetian blinds, special window shades, drape fixtures, curtain rod brackets or similar devices, you must first obtain permission from the Management office.



EXTERMINATION

If your home should become infested with vermin do not hesitate to request the office for extermination service. We realize that it is not always the fault of the tenant that vermin may be in the apartment. Careful storage and prompt disposal of garbage, trash and other discarded materials aid greatly in keeping the apartment free from vermin.



SHADES AND BLINDS

To keep your window shades in good condition, close your windows when it is raining or snowing or when you are to be away from home. Roll up the shades when the screens are opened so that the screens will not damage the shades. If you care to install venetian blinds, special window shades, drape fixtures, curtain rod brackets or similar devices, you must first obtain permission from the Management office.



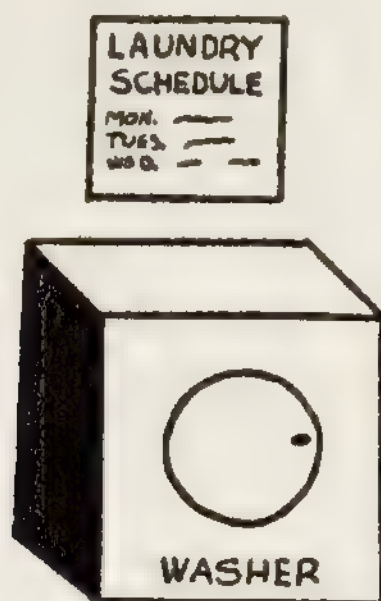
EXTERMINATION

If your home should become infested with vermin do not hesitate to request the office for extermination service. We realize that it is not always the fault of the tenant that vermin may be in the apartment. Careful storage and prompt disposal of garbage, trash and other discarded materials aid greatly in keeping the apartment free from vermin.

STORAGE SPACE

Limited storage space is available in the basement for items such as: trunks, refrigerators, etc. Storage tags may be obtained at the Management office. Bedding, mattresses and like articles will not be stored; they help breed vermin. Storage release slips will be issued by the Management office before any articles may be taken from the storage room. The Housing Authority reserves the right to dispose of any articles left behind, thirty days after the tenant moves.

The Housing Authority assumes no responsibility for articles stored.



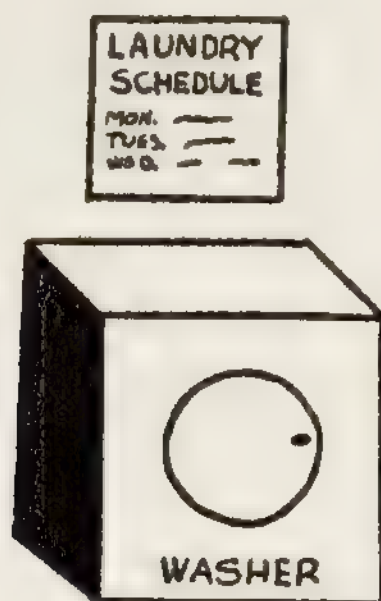
LAUNDRY AND DRYING AREAS

Laundry rooms are located in the basements. In view of the number of persons using a single laundry room, it has been found necessary to maintain a schedule. The schedule applies to the use of all of the facilities in the laundry rooms, including tubs, washing machines, as well as the outside drying areas. Please remove your clothes from the drying area as soon as they are dried. Unless the schedule is rigidly observed, you may be one of those who will be deprived of the use of laundry facilities. Clotheslines should be put up immediately before hanging clothing, and removed when the clothing is dried. "Do unto your neighbor, as you would have done unto yourself." WASHING OR HANGING CLOTHES OUT ON SUNDAY IS NOT PERMITTED.

STORAGE SPACE

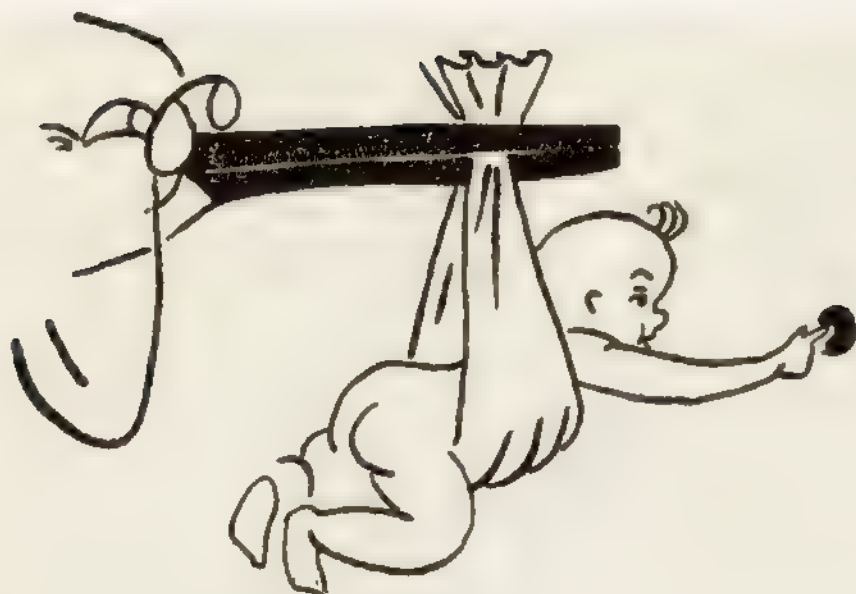
Limited storage space is available in the basement for items such as: trunks, refrigerators, etc. Storage tags may be obtained at the Management office. Bedding, mattresses and like articles will not be stored; they help breed vermin. Storage release slips will be issued by the Management office before any articles may be taken from the storage room. The Housing Authority reserves the right to dispose of any articles left behind, thirty days after the tenant moves.

The Housing Authority assumes no responsibility for articles stored.



LAUNDRY AND DRYING AREAS

Laundry rooms are located in the basements. In view of the number of persons using a single laundry room, it has been found necessary to maintain a schedule. The schedule applies to the use of all of the facilities in the laundry rooms, including tubs, washing machines, as well as the outside drying areas. Please remove your clothes from the drying area as soon as they are dried. Unless the schedule is rigidly observed, you may be one of those who will be deprived of the use of laundry facilities. Clotheslines should be put up immediately before hanging clothing, and removed when the clothing is dried. "Do unto your neighbor, as you would have done unto yourself." WASHING OR HANGING CLOTHES OUT ON SUNDAY IS NOT PERMITTED.



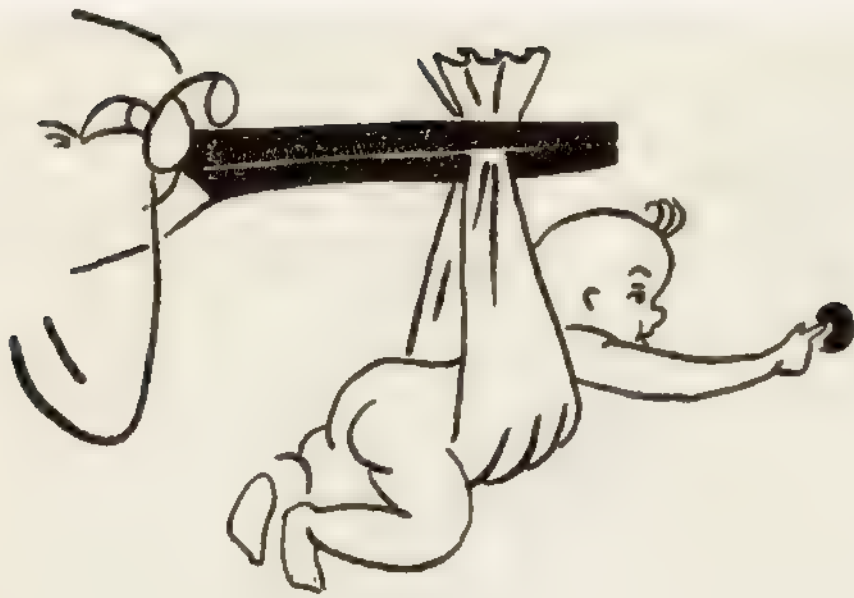
PERSONS ENTITLED TO LIVE IN DWELLING

Only those persons named in the lease are permitted to live in the apartment, excepting additions to the family by birth. The Public Housing Program is intended to eliminate overcrowding. Overcrowding hinders the right kind of living. Report immediately any change in the membership of your family; arrangements will then be made to obtain an apartment suitable to your needs.

3 rooms — Minimum		2 Persons — Maximum		3 Persons	
4	"	3	"	5	"
5	"	4	"	7	"
6	"	6	"	9	"

RESIDENT'S COUNCIL OR ASSOCIATION

The Management will assist in the organization and development of a Resident's Council and will look to the resident's council or association for suggestions in improving the operation of the development. Councils have been successful in creating community programs for adults as well as children, embracing such activities as newspapers, playground programs, child-care programs, motion pictures, neighborhood improvement campaigns and other civic and welfare endeavors. The Management offers its fullest cooperation.



PERSONS ENTITLED TO LIVE IN DWELLING

Only those persons named in the lease are permitted to live in the apartment, excepting additions to the family by birth. The Public Housing Program is intended to eliminate overcrowding. Overcrowding hinders the right kind of living. Report immediately any change in the membership of your family; arrangements will then be made to obtain an apartment suitable to your needs.

3 rooms — Minimum		2 Persons — Maximum		3 Persons	
4	"	3	"	5	"
5	"	4	"	7	"
6	"	6	"	9	"

RESIDENT'S COUNCIL OR ASSOCIATION

The Management will assist in the organization and development of a Resident's Council and will look to the resident's council or association for suggestions in improving the operation of the development. Councils have been successful in creating community programs for adults as well as children, embracing such activities as newspapers, playground programs, child-care programs, motion pictures, neighborhood improvement campaigns and other civic and welfare endeavors. The Management offers its fullest cooperation.

NO RESPONSIBILITY FOR PERSONAL PROPERTY

Neither the Newark Housing Authority nor any of its agents or employees are responsible for the loss or damage to any personal property of any member of the tenant's family or anyone else from any cause whatsoever.

ABANDONED PERSONAL PROPERTY

The Newark Housing Authority reserves the right to dispose of any personal property which a tenant leaves behind him when he moves, when and as it sees fit.



ABSENCE FROM DWELLING

If all members of your family are to be away from home for more than two days, notify the Management before you go, leaving a telephone number where you can be contacted or the name, address and telephone number of a friend to be notified in case of an emergency. Before you leave for any length of time, close and lock all the windows, and shut off water faucets and electrical devices (including lights).

RIGHT TO ENTER

The Newark Housing Authority reserves the right to enter your dwelling at any time—whether or not you are at home—to repair any apparatus, to decorate the dwelling, or merely to inspect it. This right is exercised in a reasonable manner.

NO RESPONSIBILITY FOR PERSONAL PROPERTY

Neither the Newark Housing Authority nor any of its agents or employees are responsible for the loss or damage to any personal property of any member of the tenant's family or anyone else from any cause whatsoever.

ABANDONED PERSONAL PROPERTY

The Newark Housing Authority reserves the right to dispose of any personal property which a tenant leaves behind him when he moves, when and as it sees fit.

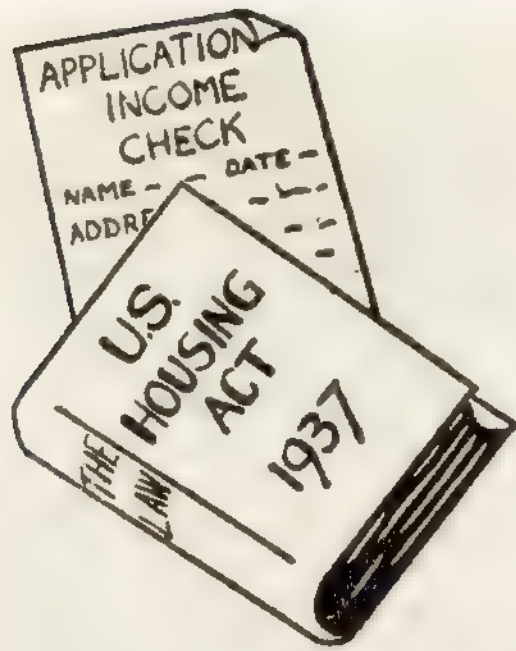


ABSENCE FROM DWELLING

If all members of your family are to be away from home for more than two days, notify the Management before you go, leaving a telephone number where you can be contacted or the name, address and telephone number of a friend to be notified in case of an emergency. Before you leave for any length of time, close and lock all the windows, and shut off water faucets and electrical devices (including lights).

RIGHT TO ENTER

The Newark Housing Authority reserves the right to enter your dwelling at any time—whether or not you are at home—to repair any apparatus, to decorate the dwelling, or merely to inspect it. This right is exercised in a reasonable manner.

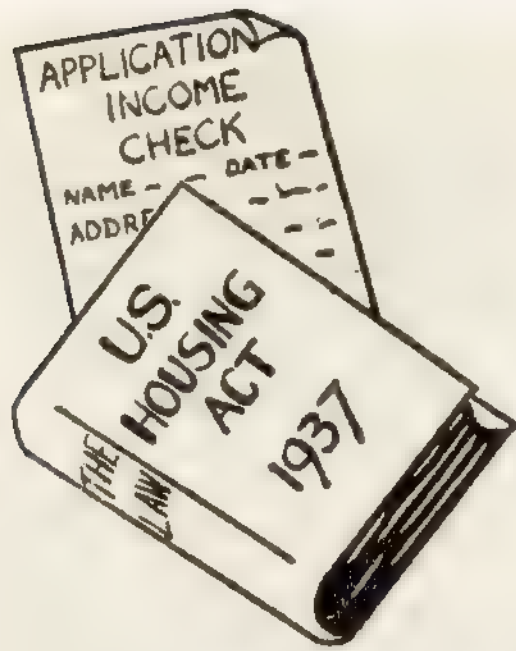


ANNUAL INCOME CHECK

Part of Section 7 of the United States Housing Act of 1937, as amended reads as follows:

“Each year the Authority shall make an annual report to Congress. Such report shall include operating statements of all projects under the jurisdiction of or receiving the assistance of the Authority, including summaries of the income of occupants, sizes of families, rentals and other related information.”

In order to comply with this Federal Law, the Newark Housing Authority will make an annual check of the family income, family size, rentals and other related matters. You will be asked to help by filling out a form annually giving this and other information. Failure to adequately provide information requested or misrepresentation pertaining to the annual income check will result in the immediate cancellation of your lease and you will be dispossessed from your apartment.

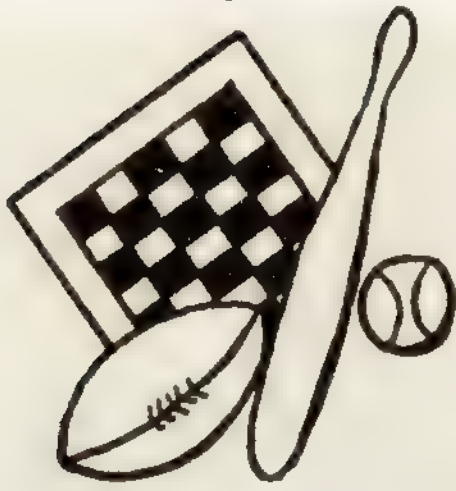


ANNUAL INCOME CHECK

Part of Section 7 of the United States Housing Act of 1937, as amended reads as follows:

“Each year the Authority shall make an annual report to Congress. Such report shall include operating statements of all projects under the jurisdiction of or receiving the assistance of the Authority, including summaries of the income of occupants, sizes of families, rentals and other related information.”

In order to comply with this Federal Law, the Newark Housing Authority will make an annual check of the family income, family size, rentals and other related matters. You will be asked to help by filling out a form annually giving this and other information. Failure to adequately provide information requested or misrepresentation pertaining to the annual income check will result in the immediate cancellation of your lease and you will be dispossessed from your apartment.



RECREATION

Your Community has been designed so that both outdoor and indoor recreational facilities and equipment have been provided, so that a full athletic and leisure time program can be developed. Urge your children to join in the activities. Give yourself an opportunity to relax and enjoy the real benefits which flow from participation in a well-planned program of recreation. Public parks, swimming pools and community centers are located close to the developments and residents are urged to make use of these facilities. Public and private agencies are eager to co-operate in planning leisure time group activities.

SOCIAL HALL

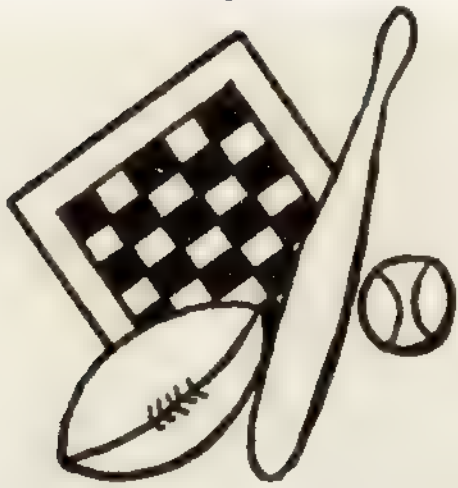
The social hall is available for affairs sponsored by residents' organizations or groups. Arrangements for use of the hall may be made with the manager.

LIBRARIES

Libraries are being set up in the various developments under the supervision of the Newark Free Public Library. You are invited to join in their use. There is no charge.

CLINICS

Where clinics have already been established they are supervised by the Health Department of the City of Newark.



RECREATION

Your Community has been designed so that both outdoor and indoor recreational facilities and equipment have been provided, so that a full athletic and leisure time program can be developed. Urge your children to join in the activities. Give yourself an opportunity to relax and enjoy the real benefits which flow from participation in a well-planned program of recreation. Public parks, swimming pools and community centers are located close to the developments and residents are urged to make use of these facilities. Public and private agencies are eager to co-operate in planning leisure time group activities.

SOCIAL HALL

The social hall is available for affairs sponsored by residents' organizations or groups. Arrangements for use of the hall may be made with the manager.

LIBRARIES

Libraries are being set up in the various developments under the supervision of the Newark Free Public Library. You are invited to join in their use. There is no charge.

CLINICS

Where clinics have already been established they are supervised by the Health Department of the City of Newark.



QUESTIONS AND COMPLAINTS

Please do not hesitate to bring your questions and complaints to the Management office. They will receive every possible interest, consideration and attention.

CONCLUSION

This handbook contains the rules and regulations referred to in your lease and so are a part of the lease. We have compiled them in this little handbook for your guidance. Additional rules and regulations may be published from time to time as occasion requires. Violation of the terms of the lease may be cause to require a termination of your tenancy. It is hoped that by complying with these rules and regulations your stay may be pleasant for you, your neighbors and the Management.



QUESTIONS AND COMPLAINTS

Please do not hesitate to bring your questions and complaints to the Management office. They will receive every possible interest, consideration and attention.

CONCLUSION

This handbook contains the rules and regulations referred to in your lease and so are a part of the lease. We have compiled them in this little handbook for your guidance. Additional rules and regulations may be published from time to time as occasion requires. Violation of the terms of the lease may be cause to require a termination of your tenancy. It is hoped that by complying with these rules and regulations your stay may be pleasant for you, your neighbors and the Management.

